



WARREN COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

- I. Name of Position: Manager Tennis Center
II. Organization Unit: Management – Michael Buchanon Park Tennis Center
III. General Summary: In charge of overseeing general operations and maintenance, staff management, and coordination of all events / programs of facility.
IV. Qualifications: High School Degree, 2-4 years collegiate studies preferred (Recreation Administration, Sports Management, Hospitality, Facility Management, or Tennis Facility operations experience desired); management, supervisory, POS, and excellent customer service skills preferred; proficient in Microsoft Excel, Word, Power Point, TEAMS, and Outlook. WCPRD is an equal opportunity employer.
V. Position Wage: This is a full-time position. Wage will be negotiated at time of hire. Medical, dental, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). See attached benefits summary.
VI. Employee Classification: Exempt
VII. Essential Job Functions: 1. In charge of all facility operations, staff management, event / program management, facility maintenance management / operations, and facility scheduling, as well as direct supervision of all tennis facility employees. 2. Assist Director of WCPRD with marketing tennis facilities and coordinating with local, regional, and national groups for various programs at the facility. 3. Taking primary lead in assistance with and promoting/advertising of all events, programs, and activities within the facility. 4. Assist Director with yearly budget. 5. Attend CEU trainings, educational seminars, job-related conferences, committee, or other meetings as assigned by Director. 6. Coordinating, maintaining, and communicating with all facility sponsors to ensure that all contractual obligations are being met. 7. Complete all required trainings. 8. Assist in interviewing new applicants. 9. Attend weekly management meetings with Director and Superintendent and submitting weekly reports to Superintendent. 10. Conduct weekly / daily meetings with assigned staff to ensure efficient facility operations. 11. Create / manage all employee work schedules for the assigned facility using Deputy system. 12. Responsible for approving, submitting all payroll and associated documents for assigned staff to Financial Manager through Deputy system according to established biweekly deadlines. 13. Create / manage all work orders for all employees assigned to facility using organized system distribution. 14. Responsible for training and management of all staff on the setup of facilities for all recreation League activities, including practices, games, pictures, tournaments, and other special events. 15. Responsible for training all assigned staff on installation/removal/storage of Taraflex and AstroTurf flooring systems, including striping (taping) of flooring for regulation play. 16. Responsible for scheduling and coordinating with special event / tournament directors regarding applications, expectations, schedules, facility rules, and policies. 17. Responsible for ensuring proper communication among all staff, user groups, management, and administration of WCPRD regarding usage of facility. 18. Assist with training of new / existing staff regarding all facility operations and emergency procedures. 19. Responsible for managing inventory for facility. 20. Responsible for ensuring that all County Concession Vendor equipment and concessions areas are clean and code compliant. 21. Responsible for managing all maintenance operations for facility, including but not limited to, all custodial duties, tennis court surface maintenance, machinery operation, minor electrical repairs, bleacher inspections and repairs, indoor playground inspections, racquetball court repairs and setup, scoreboard repairs and setup, and tennis facility indoor/outdoor lighting troubleshooting/repairs. 22. Manage security and audio systems for facility. 23. Coordinate and assist with all exterior ground maintenance with park managers and assigned staff, including snow removal. 24. Responsible for managing RecDesk reservation scheduling system for all rentals at assigned facility grounds and training all assigned staff on use of system. 25. Responsible for being a role model to assigned staff and having dynamic communication skills to handle a variety of situations. 26. Being organized and systematic in arranging a multitude of schedules and coordinating a variety of events and functions. 27. Responsible for conducting, evaluating, and acting as both mentor and coach to all employees assigned to facility team. 28. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations. 29. Complete any other duties as assigned by the Director of WCPRD. 30. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
VIII. Special Work Conditions: Be able to multitask efficiently; be able to work with deadlines; night and weekend work required; indoor/outdoor work required (all weather conditions); may be required to work at other facilities/locations if necessary.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date